



## Role Profile

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| <b>Job Title:</b> Occupational Therapy Assistant | <b>Role Profile Number:</b> SBC_11797       |
| <b>Level:</b> 6<br><b>Salary:</b>                | <b>Date Prepared:</b> July 2022             |
| <b>Directorate/Group:</b> Adult Social Care      | <b>Reporting to:</b> Assistant Team Manager |
| <b>Structure Chart attached:</b>                 | No  |

### Job Purpose

To assess the occupational and functional needs of disabled people in their own home and take appropriate action to enable, influence and motivate them to live as independently as possible in the community, with due regard to statutory requirements, departmental policy, quality of life, good practice and budgetary factors.

### Key Accountabilities

- To undertake occupational therapy assessments with adults with disabilities. To plan for the provision of support and/or services with adults in order to assist them meet their outcomes and to live as independently as possible fulfilling their individual potential. This could include people with Learning Disabilities, Autism, Physical and Mental Health disabilities.
- To support carers to continue in their role.
- To deliver this service in accordance with the statutory responsibilities as set out within social care and housing legislation and Swindon Borough Council policies and procedures.
- Undertake strengths based occupational therapy assessments using your judgement to adapt your approach to the individual needs of the person.
- To manage a busy caseload of non-complex cases, or where cases become complex seek appropriate guidance from Occupational Therapy colleagues.
- Be able to prioritise work according to the individual's and service needs.
- To recognise when interventions are more complex and to refer the person to an Occupational Therapist.
- Gather sufficient information about referred adults in order to be able to accurately assess their needs against duties under the Care Act and housing legislation.
- Plan for the provision of support and/or services such as equipment and minor adaptations, focusing on adults undertaking occupations and encouraging independence.
- Have an awareness of risk management and seek support as appropriate.

- Assess for and recommend minor and major adaptations in accordance with the Care Act and Housing legislation and local policy guidance to enable accessible environments for disabled adults.
- Record all occupational therapy contacts accurately, and in a timely way, onto the social care records in accordance with work targets set by the Team Manager and Supervisor.
- Understand and utilise universally available services within the voluntary and community sector, as well as maintaining knowledge of services commissioned by the Council to support effective provision of information to adults and their families.

### **Supplementary Accountabilities**

- Take active responsibility for your own continuing professional development including attendance at statutory and non statutory training and participation in development opportunities.
- Fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- Contribute proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services.
- To have an understanding of assessment, support planning and the management of risks for individuals and to be able to apply Swindon Borough Council policy. To identify where adults may be at risk and to act in accordance with safeguarding policies and procedures.
- Establish and maintain good working relationships and carry out joint visits and assessments with Occupational Therapy colleagues, Social Care colleagues, contractors etc.
- Seek advice from and refer to other disciplines/professionals as appropriate.
- Ensure that Council Policies and Procedures are followed at all times.
- Be an ambassador for the Council and the service at all times, always representing the Council positively, professionally and appropriately at meetings with customers, external partners and agencies.
- Work in partnership and liaison with partners including primary, secondary and tertiary health care, private providers, voluntary sector organisations and others to provide coordinated support for individuals and/or carers.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing; and in doing so strengthen relationships between members of that community and build social capital.
- Operate within defined budgets for social care.

### **Knowledge & Experience**

- Experience of working with adults.
- Understanding of Health & Social care legislation, systems, work practices, guidelines and wider policy context.

- Good interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.
- Assessment and investigation skills appropriate to the scope of the role.
- Ability to write clear and accurate reports.
- Good IT skills - ability to utilise a range of computerised and electronic social care record software including Word, Excel, E-mail
- Ability to plan, manage, and prioritise workloads.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role).

### **Qualifications**

- NVQ Level 3 in Health and Social Care or equivalent qualification/compensatory experience.

### **Decision Making**

- Using general guidelines and utilising a wide range of relevant information, make evidence based decisions where advice is not readily available.
- Assess the options and take appropriate action, where only general guidelines exist.
- Make appropriate decisions to ensure outcomes are achieved which serve the best needs of individuals and as a consequence can result in improved services.
- Understand that the consequences of the decisions will have a material effect on the service.
- Conduct assessments of individuals' circumstances and issues to determine intervention or referral to the appropriate service.
- Ensure appropriate support/care plans are developed and that considerations are made to the cost effectiveness of these plans.
- Ability to exercise judgement and initiative in carrying out assessments, including ability to recognise own limitations and seek guidance where appropriate.

### **Creativity and Innovation**

- Work on own initiative to manage own activities and contribute to longer term activities / plans.
- Identify areas where improvements could be made within own role.
- Plan and implement interventions and actions for allocated cases. Monitor and review cases.
- Aim to think creatively when problem-solving to improve outcomes for adults with disabilities.

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| <p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b><br/>No direct management of others</p> <p><b>Typical tasks supervised/allocated to others</b><br/>To provide support to colleagues.</p> <ul style="list-style-type: none"> <li>• Orders placed for minor adaptations to a person’s home.</li> <li>• Makes recommendations for complex minor and some major adaptations which are authorised by others subject to local guidelines.</li> <li>• Responsible for ordering the majority of stock items of equipment from Swindon Community Equipment Stores.</li> </ul> | <p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p> | <p>Yes/No</p> <p>.No</p> |
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**Contacts and Relationships**

- Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.
- Deal with people at all levels confidently, sensitively and diplomatically.
- Be first point of contact on a range of queries from internal / external people.
- Contacts will include: Colleagues, Individuals, members of the public, health professionals, housing officers/contractors, Swindon community equipment Stores staff, Trusted assessor etc

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).